

STATE OF ALABAMA
FINANCE DEPARTMENT
DIVISION OF RISK MANAGEMENT
777 S. Lawrence Street
Montgomery, Alabama 36130-3250
Fax :(334)954-5339 or (334)223-6124

PROPERTY INSURANCE REQUEST

| DORM Office Use Only | | | |
|----------------------------------|------------------------------|------------------------------|------------|
| Protect <input type="checkbox"/> | RCV <input type="checkbox"/> | STA <input type="checkbox"/> | |
| A/S <input type="checkbox"/> | ACV <input type="checkbox"/> | RSK <input type="checkbox"/> | |
| Const _____ | | | |
| Bldg Fire | Cont Fire | Bldg EC | Cont EC |
| Orig _____ | _____ | _____ | _____ |
| RCV _____ | _____ | | |

Call or e-mail coverage requests to Division of Risk Management, then use this form to officially request insurance on buildings that are not currently insured with the State Insurance Fund (SIF).

IMPORTANT: Please enter the requested information. This form must be fully completed to activate coverage.

Division _____ Location # _____ Item # _____ (To be completed by DORM)

INSURED _____
Agency, Department, Board, or Commission

BUILDING NAME _____ SPECIFIC OCCUPANCIES

STREET ADDRESS _____

City Zip Code

Requested Coverage Start Date _____ 100% Building Replacement Value* _____

100% Contents Value _____
*Building Value (excluding land). Do not include site work and/or grading.

BUILDING DATA

1. No. of Stories/Avg. Story Height (ft) _____

2. Year Built _____

3. Town Class (to be completed by DORM) _____

4. Total Gross Square Footage
(under roof enclosed by 4 walls) _____

5. List Additions such as open porch, built-in kitchen equip., interior bleacher seating, mezzanines, etc.

6. Fire Protection (check all that apply):

• Fully Sprinklered Y ☐ N ☐

• Fire Extinguishers Y ☐ N ☐

• Fire Alarm Y ☐ N ☐

Central Station Y ☐ N ☐

Local Y ☐ N ☐

• Smoke Detectors Y ☐ N ☐

• If kitchen, is there a hood extinguisher Y ☐ N ☐

7. Building Condition (if over 5 years old)

• Rewired Y ☐ N ☐ What Year?

• New Plumbing Y ☐ N ☐ What Year?

• New Roof Installed Y ☐ N ☐ What Year?

• Remodeled Y ☐ N ☐ What Year?

8. Overall Building Condition (select one):

Excellent ☐

Good ☐

Average ☐

Poor ☐

Name (Print/Type): _____

Signature: _____

Title/Position: _____

Telephone: _____

E-mail: _____

Date: _____

CONSTRUCTION CHARACTERISTICS

1. FLOOR (ground level)

- ☐ concrete slab
- ☐ wood
- ☐ crawl space
- ☐ stilts

2. UPPER FLOORS

- ☐ concrete
- ☐ wood
- ☐ other _____

3. UPPER FLOOR SUPPORTS

- ☐ wood
- ☐ concrete
- ☐ metal
- ☐ solid brick or stone
- ☐ hollow concrete block
- ☐ hollow concrete blk w/ brick or stone ven.
- ☐ all metal
- ☐ solid concrete

4. EXTERIOR WALLS

- ☐ wood studs with wood siding
- ☐ wood studs with vinyl siding
- ☐ wood studs with metal siding
- ☐ metal girts with brick veneer
- ☐ wood studs with brick or stone veneer
- ☐ other _____

5. ROOF

- ☐ flat
- ☐ pitched
- ☐ combination
- ☐ other _____

6. ROOF DECK

- ☐ wood
- ☐ metal
- ☐ concrete
- ☐ tectum
- ☐ other _____

7. ROOF SUPPORTS

- ☐ wood
- ☐ metal
- ☐ concrete
- ☐ other _____

8. ROOF COVERING

- ☐ shingles
- ☐ metal
- ☐ built-up tar & gravel
- ☐ rubber membrane
- ☐ other _____

9. INTERIOR WALLS- Wall Structure

- ☐ brick, solid
- ☐ concrete block
- ☐ studs, girts, etc.
- ☐ none

10. WALL FINISH- Wall Structure

- ☐ drywall
- ☐ paint
- ☐ epoxy
- ☐ paneling, solid wood
- ☐ plywood/hardwood/fiberboard
- ☐ tile, ceramic, or quarry
- ☐ wallpaper, vinyl
- ☐ none

11. FLOOR FINISH

- ☐ brick
- ☐ carpet
- ☐ concrete sealer or topping
- ☐ epoxy
- ☐ hardwood
- ☐ linoleum
- ☐ marble
- ☐ synthetic gym floor
- ☐ terrazzo
- ☐ tile, ceramic, quarry or rubber
- ☐ tile, vinyl composite
- ☐ vinyl sheet
- ☐ none

12. CEILING FINISH

- ☐ drywall
- ☐ paint
- ☐ paneling, wood
- ☐ plaster, sprayed
- ☐ plywood/hardwood/fiberboard
- ☐ suspended acoustical
- ☐ textured finish
- ☐ none

13. HEAT SYSTEM

- ☐ coal
- ☐ electric
- ☐ gas
- ☐ wood
- ☐ other _____

14. HEAT METHOD

- ☐ other
- ☐ forced
- ☐ hot water
- ☐ radiant
- ☐ steam
- ☐ other _____

15. AIR CONDITIONING

- ☐ chilled water w/air handlers
- ☐ chilled water w/fan coil units
- ☐ evaporative coolers
- ☐ forced cool air
- ☐ heat pump
- ☐ other _____

IMPORTANT!

1. Please sketch the ground floor with dimensions or send copy of floor plan with this form.

2. Take 2-3 exterior AND interior photos with a digital camera and e-mail to us as a JPEG. Please do not fax picture files.

3. Print this completed form, and then scan and e-mail or fax your underwriter.